



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

CERTIFIED NURSING ASSISTANT

Permanent, Full –Time

\$2193 - \$2862 Monthly

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

***DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

Final File: Until Filled

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

See Page 2

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Page 2

CERTIFIED NURSING ASSISTANT (multiple openings)

Permanent, Full –Time

\$2,193.00-\$2,862.00 Monthly

Duties and Responsibilities:

Under the general direction of the Supervising Registered Nurse:

- Provide care and tend to the physical needs of the patients according to the patient care plan. This may include: bathing, shampooing, clipping nails, feeding, giving oral hygiene, assist with dressing, turning bed patients, ambulating and transferring patients.
- Assist with rehabilitation of activity program for patients; assist patients' efforts in self-help; encourage patients in maintaining or developing muscle activities; assist and encourage patients in maintaining or developing muscle tone and range of motion for increased self functioning in daily living activities; assist and encourage patients in accepting and using special devices and equipment prescribed for their physical comfort or rehabilitation; assist and encourage patient participation in activities to improve their mental outlook.
- Observe, chart, and report patients' clinical symptoms, behavior and treatment administered. Sort, count, and distribute linen and clothing; clean and sterilize equipment and other articles. Prepare patient for examination by physician. Assist professional technicians before, during and after patient's treatment program. Perform immediate and temporary interventions in emergency situations. Accompany patients to and from clinic and other medical and activity areas; which may be off the grounds of the Veterans Home. Assist with admission, transfer, or discharge of patients.
- Assist in serving meals and special diets. Administer non-legend topical preparations and foot soaks to unbroken skin; give cleaning and retention enemas and laxative suppositories. Take and record blood pressure; take and record oral and rectal temperature, pulse, and respiration; take and record weight and height; measure and record the amount of intake and output of fluids. Assist in the collection of laboratory specimens.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave, Los Angeles, Ca. 90049, Attn: G Steward M80 104/105W 10/11.** All State applications must be postmarked no later than the final filing date.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 5.20.11